

Advertised: **MARCH 01, 2020**

POINT OF CLARIFICATION (March 05, 2020): NCID sync issues – Help contact (see page 3).

LOI Submittal Management System (LOISS) Opportunity Number: 115

NCDOT -- ROADSIDE ENVIRONMENTAL UNIT

REQUEST for LETTERS of INTEREST (RFLOI)

2020 UST Environmental Services LSC

TITLE: 2020 UST Environmental Services LSC

**USING AGENCY: North Carolina Department of Transportation
ROADSIDE ENVIRONMENTAL UNIT**

ISSUE DATE: MARCH 01, 2020

SUBMITTAL DEADLINE: 12:00 PM (NOON) EASTERN, MARCH 25, 2020

**ISSUING AGENCY: North Carolina Department of Transportation
Technical Services Division
Professional Services Management Unit**

LETTER of INTERSET (LOI) Submittal Link (Ctrl + Click to open link):

[https://connect.ncdot.gov/site/psmu/Pages/LOI-Submission.aspx?Oppty=115&Title=RDE_2020%20UST%20Environmental%20Services%20LSC%20--%20FINAL%20\(03.01.2020\).](https://connect.ncdot.gov/site/psmu/Pages/LOI-Submission.aspx?Oppty=115&Title=RDE_2020%20UST%20Environmental%20Services%20LSC%20--%20FINAL%20(03.01.2020).)

NEW ONLINE SUBMITTAL PROCESS AND REQUIREMENTS – SEE PAGES 3 & ff.

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

The primary and/or subconsultant firm(s) *(if Subconsultants are allowed under this RFLOI)* shall be pre-qualified to perform ALL or ANY COMBINATION of the Discipline Codes listed below for the ROADSIDE ENVIRONMENTAL UNIT. Discipline Codes required are:

- **00330 – Hazardous Waste Site Analysis & Remediation**
- **00544 – UST Program Management Monitoring/Remediation**

DISCIPLINE CODES for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) SHALL be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

CONDUCT ENVIRONMENTAL SITE ASSESSMENTS AND REMEDIATION SERVICES ON SELECTED STATE-OWNED SITES THROUGHOUT NORTH CAROLINA. SERVICES MAY ALSO INCLUDE ASSISTING THE DEPARTMENT WITH A WIDE VARIETY OF OTHER ENVIRONMENTAL PROGRAMS.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The North Carolina Department of Transportation (NCDOT) is soliciting proposals for the services of a firm/team for the following contract scope of work:

CONDUCT ENVIRONMENTAL SITE ASSESSMENTS AND REMEDIATION SERVICES ON SELECTED STATE-OWNED SITES THROUGHOUT NORTH CAROLINA WHERE PETROLEUM PRODUCT RELEASES HAVE OCCURRED FROM FUEL SITES OR OTHER SOURCES OF CONTAMINATION HAVE BEEN DISCOVERED. SERVICES MAY ALSO INCLUDE ASSISTING THE DEPARTMENT WITH A WIDE VARIETY OF OTHER ENVIRONMENTAL PROGRAMS.

PROPOSED CONTRACT TIME: TWO (2) YEARS; and Two (2) Annual EXTENSIONS possible.

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM and/or COST-PLUS Task Orders.

SUBMITTAL REQUIREMENTS

All LOIs are limited to **FIFTEEN (15)** pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

LOIs containing more than FIFTEEN (15) pages will not be considered.

DISCIPLINE CODES for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLO*) SHALL be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

ONLY ELECTRONIC LOIs WILL BE ACCEPTED.

LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk deskPDF, etc.

NCDOT now utilizes its online **LOI** Submittal Management **S**ystem (LOISS) located at: <https://connect.ncdot.gov/site/psmu/default.aspx>. To submit an LOI utilizing this system, the "submitting Firm" must have an NCID (each prequalified Firm should already have an individual in the company with an NCID – as required by the online Prequalification System). NCIDs may be obtained at this website: <https://ncid.nc.gov/>. Once the firm has their completed NCID, they may proceed to upload their LOI to NCDOT's LOISS. This site is very similar to other web-based upload and form-fill sites.

POINT OF CLARIFICATION: NCID sync issues – Help contact: Once a user has an NCID (whether prior to this advertisement, or pursuant to this advertisement) and said user receives an error message, or has issues, when attempting to login to LOISS, please contact NCDOT - CM Support at dot.cmsupport@ncdot.gov to have your NCID synchronized. Please explain that you are trying to access the LOISS application on the PSMU site and include your NCID (**do not include your password**) and the error message you are receiving. This syncing of your NCID to LOISS should be a one-time occurrence. Firms' users are urged to **early** create an NCID (if needed) and have it synced with LOISS (if necessary) to avoid any potential delays or missed deadlines when submitting your LOI.

NCDOT strongly urges Firms to use Google Chrome browser to access LOISS in order to ensure the best experience possible.

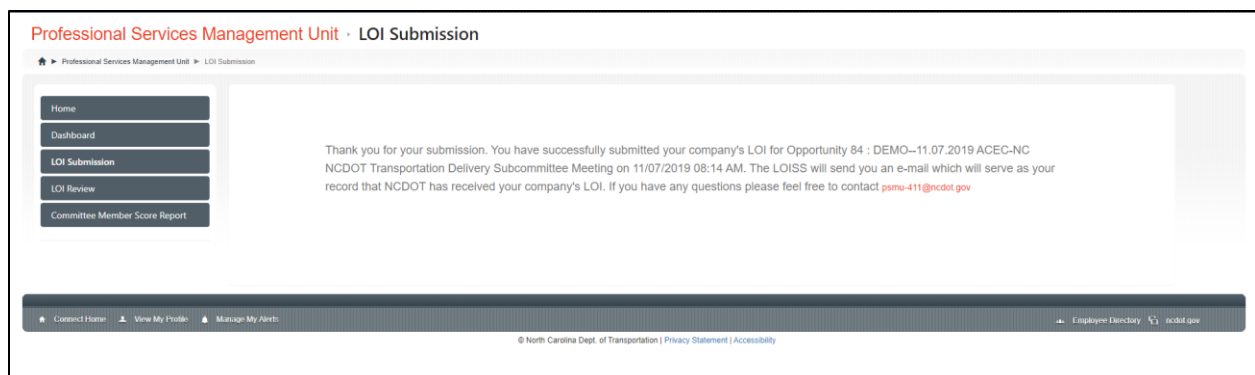
Once logged into LOISS, the Firm should locate and click the 'LOI Submission' button in the left menu bar. After clicking the 'LOI Submission' button, the Firm should identify the specific Opportunity for which they wish to submit an LOI. The firm will click the link for their desired Opportunity, and **UPLOAD** one copy of their LOI, as a .pdf file, to NCDOT's LOISS at the Opportunity-Specific LINK shown below.

Your firm's Letter of Interest (LOI) may be uploaded at the 'LOI Submittal' link for this specific Advertisement/Opportunity located here (Ctrl + Click to open link):

[https://connect.ncdot.gov/site/psmu/Pages/LOI-Submission.aspx?Oppty=115&Title=RDE_2020%20UST%20Environmental%20Services%20LSC%20--%20FINAL%20\(03.01.2020\).](https://connect.ncdot.gov/site/psmu/Pages/LOI-Submission.aspx?Oppty=115&Title=RDE_2020%20UST%20Environmental%20Services%20LSC%20--%20FINAL%20(03.01.2020).)

LOISS will **close** the Advertisement / Opportunity at the appropriate time and **will not** allow Firms to submit LOIs **after** the deadline.

Upon successful **UPLOAD** of your LOI to LOISS, the system will notify you with the following screen. You will also receive an e-mail stating that you have successfully submitted your Letter of Interest (LOI).



Paper copies are not required. The subject line should contain the Firm's Name, and **"LOI for 2020 UST Environmental Services LSC"**.

LOIs SHALL be received electronically **no later than 12:00 P.M. (NOON) Eastern, MARCH 25, 2020.**

LOISS **will not allow** LOIs to be **UPLOADED** nor be received after the above deadline and such LOIs **will not** be considered.

Firms are encouraged to begin this submittal process early as there are now several more steps involved with LOI-submission than were involved with the previous FTS methodology of LOI-submission.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above (and any other requirements in this Advertisement). If LOIs are submitted late, exceed the maximum number of pages, are sent by any means other than NCDOT's LOI Submittal Management System (LOISS), or are UPLOADED to any 'LOI Submittal Link' other than that given in this Advertisement they will be disqualified.

The Department reserves the right to reject all LOIs and not proceed with procurement.

The Department reserves the right to waive any technicality in LOIs, or notify the Firm(s) of such technicality and allow the Firm(s) up to two (2) business days to rectify the technicality.

SELECTION PROCESS

Following is a general description of the selection process:

- The NCDOT Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the NCDOT Selection Committee MAY, at the Department's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the Selection Committee MAY, at the Department's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

TITLE VI NONDISCRIMINATION NOTIFICATION

The *North Carolina Department of Transportation*, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. **50%** = The evaluation of performance on any previous contracts with the NCDOT.
2. **50%** = The firm's experience and staff to perform the type of work required, including any designated sub consultants.
3. **N/A%** = N/A.
4. **N/A%** = N/A.
5. **N/A%** = N/A.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Robert J. Stroup, PE -- State Professional Services Engineer** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.

2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFLOI*) to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.

- In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word “None” or the number “ZERO” and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department’s website at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Robert J. Stroup, PE** at rjstroup@ncdot.gov. However, the LOI itself must be UPLOADED via the ‘LOI Submittal Link’ shown in this Advertisement to NCDOT’s LOI Submittal Management System (LOISS).

NOTE: To adhere to the Timeframe, a Notice to Proceed is expected to be issued shortly after (a) firm(s)/team(s) is/are selected. All firm(s)/team(s) submitting a LETTER OF INTEREST should make sure that their rates and overheads are current and have been audited by NCDOT.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **MARCH 01, 2020**

Deadline for Questions -

Issue Final Addendum -

Deadline for LOI Submission - **12:00 PM (NOON) EASTERN, MARCH 25, 2020**

Shortlist Announced * -

Interviews - the week of

Firm Selection and Notification ** - **TBD.**

Anticipated Notice to Proceed – **TBD.**

* Notification will **ONLY** be sent to shortlisted firms.

**** Notification will ONLY be sent to selected firms.**